



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

June 23, 2009

Gail Solomon, CEO
On-Site LaserMedic Corporation
21540 Prairie Street, Unit D
Chatsworth, CA 91311

Dear Ms. Solomon:

RE: FINAL MONITORING VISIT REPORT for On-Site LaserMedic Corporation – ET07-0383

Date of the Visit:	6/03/09
Beginning/Ending Time:	9:00 a.m. – 11:30 a.m.
Date of Last Visit:	8/02/07
Visit Location:	Chatsworth
Persons in attendance:	Roxanna Sanchez, Dir. Of Operations, On-Site LaserMedic LLesenia Soto, ON-Site LaserMedic Corp. Gilberto Pelaez, ETP Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	5/07/07 – 5/06/09	Agreement Amount:	\$49,324
Training Start Date:	6/05/07	No. to Retain:	38
Date Training must be Completed:	2/05/09	Range of Hours:	8 - 60
Type of Trainee:	Retrainee	Weighted Ave. Hours:	59

SACRAMENTO CENTRAL OFFICE
1100 J Street, 4th Floor
SACRAMENTO, CA 95814
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE
4640 Lankershim Blvd., Suite 311
NORTH HOLLYWOOD, CA 91602
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE
1065 East Hillsdale Blvd, Suite 415
FOSTER CITY, CA 94404
(650) 655-6930

SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

www.etp.ca.gov
ETP (04/15/05)

FINAL REPORT SUMMARY:

• HISTORY OF AGREEMENT CHANGES

The Agreement was executed on 6/13/07 and training began on 6/21/07. Your staff reported that all training was completed on 2/05/09, which allows for the 90-day retention period to be completed within the term ending date of the Agreement on 5/07/09.

ETP approved one Agreement Amendment on 12/06/07, which extended the end date of the term of the Agreement by 12 months from 5/06/08 to 5/06/09 to allow the contractor sufficient time to complete training and the retention period within the term of the Agreement.

• FINAL PROJECT STATISTICS

Your Agreement contains a variable training plan, which means that reimbursement will be based on the total actual number of training hours completed by each trainee between 8 and 60 class/lab training hours. There is no reimbursement for any trainee who does not complete a minimum of 8 hours of training from the required curriculum.

Although Chart 1, Exhibit A of the Agreement, specified that 38 trainees would be retained, the Final Contract Closeout submitted to you by ETP on 4/29/09 indicated that 44 trainees had been verified as meeting the required performance and the final training funds earned are \$44,946 which is 97% of the Agreement amount. You were also informed that two trainees you had submitted for final payment were not approved because ETP determined they were not employed full time (35 hours or more per week) for a 90-day period. Your project staff stated that additional wage and employment information has been submitted to ETP to reconsider their decision regarding those two trainees.

In reference to the overall experience On-Site LaserMedic Corp had in implementing the ETP project, the contractor's staff addressed the following questions:

- What barriers, if any, did your company experience in implementing your ETP project? None.
- What problems, if any, did your company experience with ETP record keeping? None.
- What assistance could ETP have provided that would improve the process for future Contractors? None.
- How did your company benefit from the ETP training?
The ability to provide quality training for the staff brought great value to the company. The end result was enhanced control of staff members and the level to which they were able to be trained. The training courses provided to the trainees delivered the desired results to meet company goals and objectives.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Job Number	Number to Retain	Number Enrolled in Training	Number of Trainees Dropped (following enrollment)	Number of Trainees Completed Minimum Hours	Number of Trainees Completed all Training	Number of Trainees Completed Retention
1	38	58	8	46	46	46
Totals :	38	58	8	46	46	46

The statistical data noted above differs from the data on the Contract Status Report because, as previously stated, there are two trainees that ETP denied reimbursement for.

ATTENDANCE ROSTERS/ INVOICES:

To verify the provision of training, the Analyst reviewed the attendance records of eight (8) trainees billed for final payment on Invoice 5. The records reviewed contained the required information, and the training hours were validated.

The above findings are based only on the training records reviewed during this visit and represent only a sample of the training records completed to date. Therefore, it is your responsibility to ensure that all training records comply with panel requirements for auditing purposes. (Reference: Title 22 California Code of Regulations, Section 4442)

AUDIT:

On-Site LaserMedic Corporation will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

Please contact your Monitoring Analyst within ten working days at (818) 755-1323 or gpelaez@etp.ca.gov if you have any questions or comments.

Sincerely,

Signature on file

Wally Aguilar, Manager
North Hollywood Regional Office

Signature on file

Gilberto Pelaez, Contract Analyst
North Hollywood Regional Office

cc: Roxanna Sanchez, Dir. Of Operations (by e-mail)
David Guzman, Chief, ETP Audit & Programs Operations Division
Kulbir Mayall, Manager, Fiscal & Cert Unit
Master File
Project File

Date report mailed to Contractor 6/23/09